

Note:

(If your e-mail account is not already set up in Outlook Express, please go to:

<http://tuscarawas.omeresa.net>

Under the Networking Options, choose: Outlook Express E-mail

Follow the instructions to set up your OME-RESA e-mail in Outlook Express

Instructions for Contact Conversion:

Open OWA (Outlook Web Access) <https://exchange.omeresa.net/exchange>

Login in using your OME-RESA assigned username and password

Open the Contacts from the Option bar

Right-mouse-click while the Mouse pointer hovers over a name

You should get a menu of options

Using your left mouse button, choose Select All

The entire Contacts list may turn completely solid blue

This is normal

Right-mouse click again

Another menu of options should appear

Using the left mouse button, choose Copy

Click on the Inbox (or any folder) to return to the OWA application

Minimize OWA (you are done with this program for now)

Open Notepad

Choose Edit, Paste

You should see your contact list appear in a text format

Scroll to the top of the page. There is some data that we need to eliminate

Hi-lite the data from the top left corner to the words "Log off"

Here is the data from my Notepad page that I selected to hi-lite:

Contacts (Address Cards) Items to 34 of 34

Message

Appointment

Contact

Distribution List

Task

Folder

Address Cards

Detailed Address Cards

Phone List

By Company

By Location

By Followup Flag

New Help

<https://exchange.omeresa.net/exchweb/help/USA/ie5/default.htm?contactview.htm> **Log Off**

Once you have selected this data, click the delete key on the keyboard

Make sure it disappears

Your first line of data should be the name of the first person in your contact list

Type across the top of your Notepad document:

Last,First,Contact

The second line of data should read (as an example):

Ames,Justin,amesjustin@garaway.k12.oh.us

The second line of data should read (as an example):

Bales,Gary,balesg@carrollton.k12.oh.us

This is a set of instructions for the first and last name and e-mail address of a contact list. If you want more data (such as phone number and cell phone number, call me for more details).

Delete all other data that is in text format on the page except for the last name, first name and e-mail address of the contact. Make sure they follow the format above. Last,First,e-mail address with commas separating each field of data. This is known as a Comma separated value document. Outlook Express will be able to import the data that has been separated by commas.

Here is what my list looks like after I finished:

```
Last,First,Contact
Ames,Justin,amesjustin@garaway.k12.oh.us
Ball,Mark,ballm@carrollton.k12.oh.us
Bales,Gary,balesg@carrollton.k12.oh.us
Barrett,Berlin,berlin.barrett@omeresa.net
Blickensderfer,Dan,dblickensderfer@tuskyvalley.k12.oh.us
Brown,Nic,nic.brown@chesc.org
Campensa,Phil,pcampensa@dataserv.tv
Carlisle,Michele,michele.carlisle@chesc.org
Collins,Craig,collinscr00@nct.k12.oh.us
Craig,Jan,jan.craig@omeresa.net
Cramer,Patty,patty.cramer@omeresa.net
Dakin,Shawn,dakinsh00@nct.k12.oh.us
Dittfeld,Brian,brian.dittfeld@ivschoools.org
Eick,Jeff,jeff.eick@omeresa.net
Eklund,Jeff,eklundj@dover.k12.oh.us
Eklund,Nila,neklund@bjvs.k12.oh.us
Emery,Mike,emerym@npschoools.org
Fullerman,Dave,fullerman@omeresa.net
Galloway,Josh,gallowayj@dover.k12.oh.us
Haines,Jeff,jeff.haines@omeresa.net
Hay,Cindy,hayc@dover.k12.oh.us
Lint,Beth,blint@claymont.k12.oh.us
Smith,Shirley,shirleya.smith@omeresa.net
Winn,Bud,winnb@npschoools.org
```

If you want to add a phone number it would look like this:

```
Last,First,Contact,Phone
```

```
Wine,Merre Gae,merregae.wine@omeresa.net,330-339-1616
```

Adjust your data to fit this style. Just remember to place a comma between each field to separate one value of data from the next. No comma is needed at the end of the line

When your notepad file is complete, choose Save As...

Type contacts.csv (I save the file on my desktop so that I can retrieve it quicker)

Open Outlook Express. (If your e-mail account is not already set up, please go to:

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Under the Networking Options, choose: Outlook Express E-mail

Follow the instructions to set up your OME-RESA e-mail in Outlook Express

After your OWA e-mail is set up, open Outlook Express and click on Addresses at the top toolbar

Choose File

Choose Import

Choose "other address book"

Choose "Text file (Comma Separated Value)

Click Import

Choose a file to import

Click Browse

Locate your contacts.csv file

Choose (hi-lite) the contacts.csv file

Click Open

Click Next

Check the Last option

Click on the drop-down arrow

Choose (hi-lite) Last Name

Click OK ✓ in the import this field

Click on First

Click on the drop-down arrow

Choose (hi-lite)First Name

Click OK ✓ in the import this field

Check Contact

Click on the drop-down arrow

Scroll down and choose (hi-lite) E-Mail Address

Click OK ✓ in the import this field

Click on Finish

If all was successful, you should see a pop-up message stating that:

Address book import has completed

Click OK

Close

Addendum:

Another feature you can do with your csv file is to open it in MS Excel

Open MS Excel to a blank worksheet

Choose File (or Office Button)

Open

Change your Files of Type so that it lists "All Files"

Locate your contacts.csv file and select it

This file should open easily in MS Excel

Adjust the column width to accommodate the data in the field

Please call me or e-mail me with any questions or suggestions or if you find any errors on this page

Thank-you

Merre Gae Wine

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